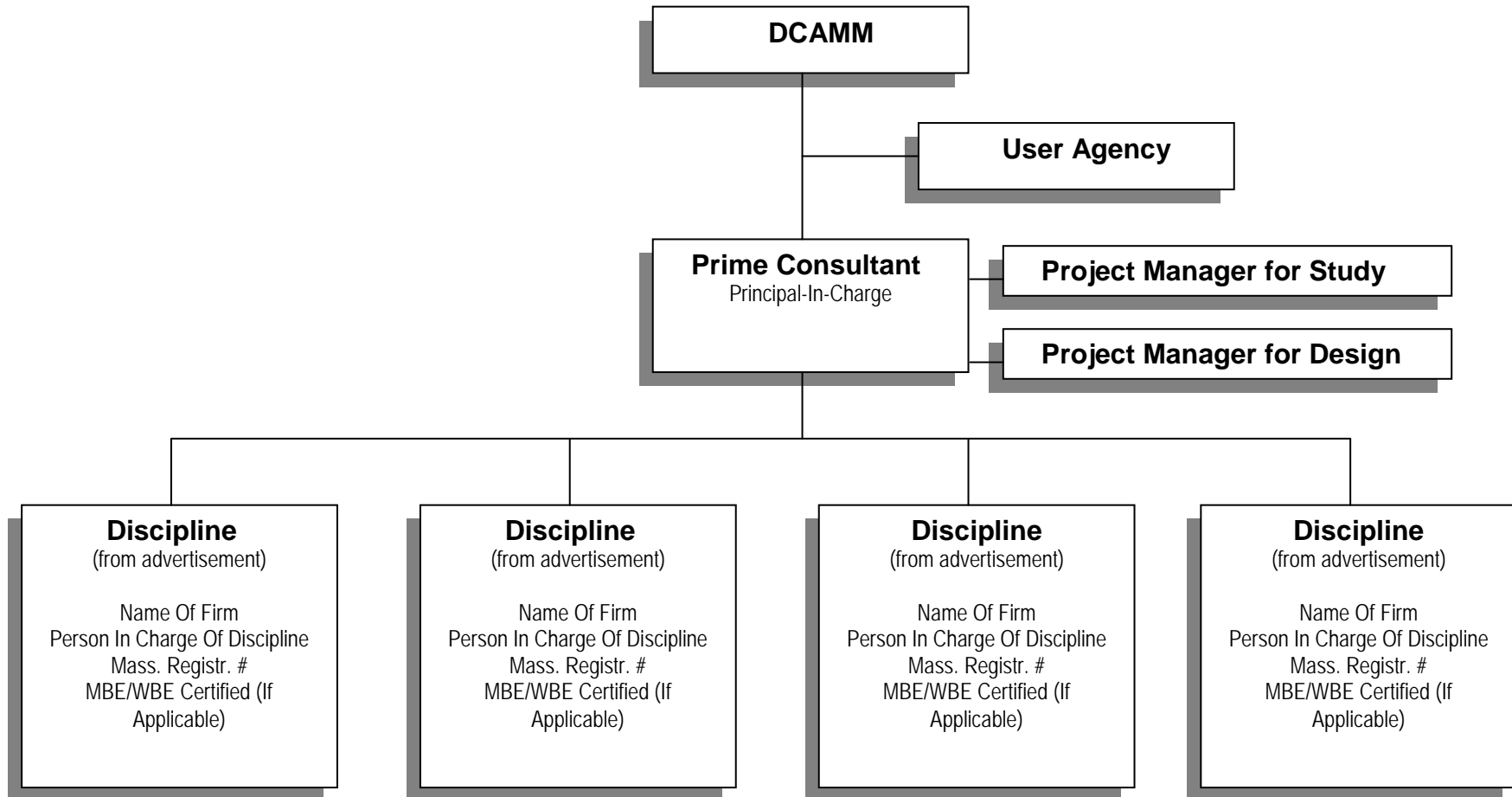


Appendix A

Commonwealth of Massachusetts DSB Application Form (Updated May 2014)	1. Project Name/Location for Which Firm is Filing:		2a. DSB # Item #																																																																																																	
	2b. Mass. State Project #																																																																																																			
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:		3e. Name Of Proposed Project Manager: For Study: (if applicable) For Design: (if applicable)																																																																																																		
3b. Date Present and Predecessor Firms Were Established:		3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																																																		
3c. Federal ID #:		3g. Name and Address Of Parent Company, If Any:																																																																																																		
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Email Address: Telephone No: </div> <div> Fax No.: </div> </div>		3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/>																																																																																																		
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Admin. Personnel</td> <td style="width: 5%;">_____</td> <td style="width: 5%;">()</td> <td style="width: 20%;">Ecologists</td> <td style="width: 5%;">_____</td> <td style="width: 5%;">()</td> <td style="width: 20%;">Licensed Site Profs.</td> <td style="width: 5%;">_____</td> <td style="width: 5%;">()</td> <td style="width: 20%;">Other</td> <td style="width: 5%;">_____</td> <td style="width: 5%;">()</td> </tr> <tr> <td>Architects</td> <td>_____</td> <td>()</td> <td>Electrical Engrs.</td> <td>_____</td> <td>()</td> <td>Mechanical Engrs.</td> <td>_____</td> <td>()</td> <td>_____</td> <td>_____</td> <td>()</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____</td> <td>()</td> <td>Environmental Engrs.</td> <td>_____</td> <td>()</td> <td>Planners: Urban./Reg.</td> <td>_____</td> <td>()</td> <td>_____</td> <td>_____</td> <td>()</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____</td> <td>()</td> <td>Fire Protection Engrs.</td> <td>_____</td> <td>()</td> <td>Specification Writers</td> <td>_____</td> <td>()</td> <td>_____</td> <td>_____</td> <td>()</td> </tr> <tr> <td>Code Specialists</td> <td>_____</td> <td>()</td> <td>Geotech. Engrs.</td> <td>_____</td> <td>()</td> <td>Structural Engrs.</td> <td>_____</td> <td>()</td> <td>_____</td> <td>_____</td> <td>()</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____</td> <td>()</td> <td>Industrial Hygienists</td> <td>_____</td> <td>()</td> <td>Surveyors</td> <td>_____</td> <td>()</td> <td>_____</td> <td>_____</td> <td>()</td> </tr> <tr> <td>Cost Estimators</td> <td>_____</td> <td>()</td> <td>Interior Designers</td> <td>_____</td> <td>()</td> <td></td> <td>_____</td> <td>()</td> <td>_____</td> <td>_____</td> <td>()</td> </tr> <tr> <td>Drafters</td> <td>_____</td> <td>()</td> <td>Landscape Architects</td> <td>_____</td> <td>()</td> <td></td> <td>_____</td> <td>()</td> <td>Total</td> <td>_____</td> <td>()</td> </tr> </table>					Admin. Personnel	_____	()	Ecologists	_____	()	Licensed Site Profs.	_____	()	Other	_____	()	Architects	_____	()	Electrical Engrs.	_____	()	Mechanical Engrs.	_____	()	_____	_____	()	Acoustical Engrs.	_____	()	Environmental Engrs.	_____	()	Planners: Urban./Reg.	_____	()	_____	_____	()	Civil Engrs.	_____	()	Fire Protection Engrs.	_____	()	Specification Writers	_____	()	_____	_____	()	Code Specialists	_____	()	Geotech. Engrs.	_____	()	Structural Engrs.	_____	()	_____	_____	()	Construction Inspectors	_____	()	Industrial Hygienists	_____	()	Surveyors	_____	()	_____	_____	()	Cost Estimators	_____	()	Interior Designers	_____	()		_____	()	_____	_____	()	Drafters	_____	()	Landscape Architects	_____	()		_____	()	Total	_____	()
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5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																				

6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u>																																							
Be specific – No Boiler Plate																																								
11.	Professional Liability Insurance: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>								Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
Name of Company	Aggregate Amount	Policy Number	Expiration Date																																					
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																							
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																																				
b.				e.																																				
c.				f.																																				
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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a.				d.																																				
b.				e.																																				
c.				f.																																				
15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 20%;">Name and Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name and Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline																																	
a.				d.																																				
b.				e.																																				
c.				f.																																				
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.																																							
Submitted By (Signature) _____ Printed Name and Title _____ Date _____																																								

The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
-------------	---

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date _____

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.